

INVESTIGATIVE AUDITOR III (Department of Justice)

DEPARTMENTAL PROMOTIONAL STATEWIDE CONTINUOUS FILING



State of California
**DEPARTMENT OF
JUSTICE**
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS FILING

Testing is considered continuous as dates can be set at any time. Examination Application Forms (Std. 678) will be continuously accepted and will test applicants as needs warrant. Applications must have an original signature. Any applications received after the announced cut-off date will be processed in the next test administration.

WHO CAN APPLY

Applicants who have permanent civil service appointment with the Department of Justice as of the announced cut-off date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department.

HOW TO APPLY

Examination Application Forms (STD 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov. Applications must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, Ste 720
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,
VIA INTER-AGENCY MAIL OR FAX.**

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

\$4619-\$5897 The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

Names of successful competitors will be merged onto the eligible list in order of final scores, regardless of test date. Eligibility will expire **12** months after it is established unless the needs of the service and conditions of the list warrant a change. Once you have taken this examination, you may not apply for 12 months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements by the announced cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. State employees, who are currently appointed to a permanent full-time position and have attained permanent status at the Investigative Auditor III level or higher, may not take this examination per Government Code Section 18935(b).

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**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements.

Either I

EXPERIENCE: One year of experience in the California state service performing professional investigative auditing duties as an Investigative Auditor II, or experience performing professional auditing duties in a class equivalent in level and type to that of the Investigative Auditor II.

Or II

EXPERIENCE: Three years of increasingly responsible professional investigative auditing experience, including at least one year of experience conducting a variety of complex investigative audits. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility equivalent to that of an Investigative Auditor II.)

AND

EDUCATION: Either

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
3. Completion of the equivalent of 19 semester hours of course work, including 16 semester hours of professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting and three semester hours of business law. (Evidence of successful completion of the curriculum and the prescribed courses must be presented before appointment can be completed.)

Professional accounting curriculum means accounting courses and not those electives that accounting students choose in addition to required courses they are working to obtain a certificate: AA, or BA Degree in Accounting.

NOTE: Applicants **MUST** provide a copy of their college transcript(s) as proof of completion of the required course work. Transcript(s) **must be received** by the established cut-off date.

DEFINITION OF TERMS

The words “**performing the duties of...**” means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

The word “**duties in a class equivalent in level and type....**” means the applicant must have State service experience of appropriate **type** and **length** in a class at the same (or higher) level of responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

“**Equivalent to graduation from college...**” satisfaction of the requirements for a bachelor’s degree from an accredited college. Bachelor’s degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor’s degree.

POSITION DESCRIPTION

Employees in the Investigative Auditor III class work under general direction and are typically responsible for performing difficult and complex investigative audits and field investigations. The incumbents apply specialized laws, rules, regulations, investigative techniques and procedures required to effectively complete the audit assigned. These audits will involve multiple organizations with numerous financial accounts that have significant fraudulent financial activity and a significant amount of reconstruction of financial records. The investigative audits and field investigations will be performed independently and require a high level of technical expertise. Positions are located at various sites within the Department of Justice – Sacramento, San Francisco, San Jose, Santa Clara, Los Angeles, Long Beach, Riverside, West Covina, San Diego, and Burbank.

**EXAMINATION
INFORMATION**

This examination will consist of an evaluation of each candidate's experience and education compared to a standard developed from the Investigative Auditor III, DOJ specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List **ALL** experience relevant to the "Minimum Qualifications" and "Additional Desirable Qualifications" shown on the examination bulletin, even if that experience goes beyond the seven-year limit printed on the application. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE-WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. General accounting and auditing principles and procedures and business law.
2. General and specialized accounting and auditing principles and procedures, general laws, rules, regulations and policies administered by the Department of Justice.
3. Financial organizations and practices of organizations subject to regulation by the Department of Justice.
4. Federal rules and regulations governing the programs within the Department of Justice.
5. Principles of electronic data processing.
6. Elementary statistics.
7. Planning, organizing and directing an audit to completion.

Ability to:

1. Apply accounting and auditing principles and procedures in the work performed.
2. Plan, organize and conduct a variety of audits.
3. Analyze data and draw sound conclusions.
4. Analyze situations accurately and adopt an effective course of action.
5. Prepare clear, complete and concise reports.
6. Establish and maintain cooperative relationships with those contacted in the work.
7. Speak and write effectively.
8. Learn investigative techniques.
9. Learn and understand how to analyze documents obtained from financial institutions.
10. Learn to understand the difference between business and investments programs failing because of fraudulent activities or poor business practices.
11. Learn and apply Federal and State laws, rules and regulations dealing with Charitable Trusts, embezzlement, tax evasion, mail fraud, bankruptcy fraud, Medi-Cal Fraud, patient abuse and drug diversion violations, mail and wire fraud, statutory Notices of Dissolution, self-dealing, mergers, sale or disposal of assets and conversion of corporate status and asset forfeitures and any other laws and rules administered by the Department of Justice.
12. Independently perform audit work on difficult and complex matters.
13. Conduct difficult investigations requiring a high level of technical expertise.
14. Determine probable cause to seize assets.
15. Analyze probate documents and trust accounting.
16. Analyze complex investment schemes such as tax shelters, limited partnerships, involving commodities and real estate.
17. Track complex banking activity where funds received from illegal activities are moved through many accounts.
18. Track program information on an electronic data processing system.
19. Use a computer to analyze large amounts of financial data to determine if illegal activity transpired.

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**SPECIAL PERSONAL
CHARACTERISTICS**

Ability to qualify for a fidelity bond; a willingness to travel away from the headquarters or area office; willingness to work long hours. Applicants for positions with the Bureau of Narcotic Enforcement must also possess a valid driver's license of the appropriate class issued by the Department of Motor Vehicles.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education beyond that required under "Minimum Qualifications", and to any prior training and experience in financial investigations.

**VETERANS
PREFERENCE/
CAREER CREDITS**

Veterans Preference Credits or Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) department open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provision regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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